

**MIDWEST AREA
STANDARD OPERATING PROCEDURES
MANUAL**

**RPES - RESEARCH
POSITION EVALUATION
SYSTEM**

Created by:
Program Administrative Support Task Group
Updated July 2003

RPES REVIEW CHECKLIST

____ ARS-514 Cover Sheet/ARS-570 Indepth Reviewer Contact Sheet/ARS-332 PD form

Factor I - Research Assignment (official job description, gender-neutral terms)

____ **Factor I *(NEW Required) Element A-Assigned Responsibilities {Research Assignment}** of all case writeups must identify the specific NP(s) under which the research is conducted. Example: "This research is a component of ARS National Program 202--Soil Resource Management," or in the case of more than one NP, "This research is conducted in support of ARS National Programs 106--Aquaculture, and 108--Food Safety." As appropriate, the statement can be expanded briefly to identify the specific NP goal to which the research is directed and the expected outcome.

____ *Research Objectives and Methodology* (specific objectives; distinguish between personal&team research)

____ *Expected Results* (expected impact on science/technology)

____ *Knowledge Required* - Current assignment

____ *Supervisory Responsibilities* (title & grade of ARS employees; nature of supervision given (technical/administrative); **EEO statement from Manual**)

Factor II - Supervision Received (gender-neutral terms)

____ *Assigned Authority*

____ *Technical Guidance Received*

____ *Review of Results*

____ *General Supervision*

Factor III - Guidelines and Originality (gender-neutral terms)

____ *Available Literature*

____ *Originality Required*

BEGIN NEW PAGE - IIIC (Brief paragraph)

____ *Demonstrated Originality* -current research/creativity used to solve problems

Factor IV - Qualifications and Contributions

A. Demonstrated Accomplishments

____ *Factor IV* (Optional) under the "Impact" subhead of the Demonstrated Accomplishment statement format, the scientist is encouraged to relate the significance and impact of his/her accomplishment to the achievement of NP goals and objectives. This would be especially applicable to a scientist's most recent accomplishments. Accomplishment statements are to remain short and focused.

____ **Accomplishments: 3> for GS-11 and below; 5> for GS-12; 8 for GS-13 and above**
Grade: _____

____ Describe what was done, not how it was done

____ If team effort, exact personal contribution to overall accomplishment

____ Impact on science, agriculture, economic importance, technology transfer

____ Chronological order - should not exceed 1/4 page

____ **Asterisk accomplishments since last promotion / entry into ARS**

____ At least 1; no more than 3 exhibits per accomplishment; can combine support

____ letters as 1 accomplishment **ONLY** with cover memo from Area Director; RL's can use leadership letters from cooperators, administrators, NPLs.

____ **Additional Accomplishments**

B. Stature, Recognition and Impact

____ Honors and Awards (Performance/Outside)

____ Special Invitations (* most significant)

____ Membership in Professional Societies

____ Offices & Committee Assignments Held in Professional & Honorary Societies

C. Advisory and Consultant Activities

- _____ Participation in Nat'l Scientific Meetings, etc. (no duplication w/invited papers)
- _____ Professional Advisory & Consulting Activities (* if applicable)
- _____ Special Assignments

D. Other

- _____ Educational Background
- _____ Additional Training
- _____ Research Experience
- _____ Status (Date of last promotion; date entered duty; new hire)
- _____ Other Significant Information

E. Publications (BEGIN NEW PAGE)

- _____ Chronological Order/Complete pagination/Date accepted if not published
- _____ **Line of demarcation showing publications since last promotion/EOD**
- _____ Cross-check exhibits with publication list/accomplishments
- _____ **Abstracts listed separately from pubs**

INDEPTH REVIEWER CONTACT SHEET

Name of Scientist _____

[illegible]

REASON FOR THIS POSITION						POSITION DESCRIPTION COVER SHEET		
1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER						
RECOMMENDED								
4. TITLE					5. PAY PLAN	6. SERIES	7. GRADE	
8. WORKING TITLE					9. INCUMBENT <i>(Optional)</i>			
OFFICIAL								
10. TITLE								
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A		17. CLASSIFIER	
				MONTH/DAY/YEAR	YES NO			
18. ORGANIZATIONAL STRUCTURE <i>(Agency/Bureau)</i>								
1st					5th			
2nd					6th			
3rd					7th			
4th					8th			
SUPERVISOR'S CERTIFICATION								
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may continue violations of such statute or their implementing regulations.								
19. Supervisor's Signature				20. Date		22. Second Level Supervisor's Signature		23. Date
21. Supervisor's Name and Title					24. Second Level Supervisor's Name and Title			
FACTOR EVALUATION SYSTEM								
FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS			
1. Knowledge Required			6. Personal Contacts					
2. Supervisory Controls			7. Purpose of Contacts					
3. Guidelines			8. Physical Demands					
4. Complexity			9. Work Environment					
5. Scope and Effect			27. TOTAL POINTS					27.
28. GRADE								28.
CLASSIFICATION CERTIFICATION								
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.								
29. Signature						30. Date		
31. Name and Title								
32. Remarks						33. OPM Certification Number		

REVIEWING CASE WRITEUPS

1-16-02

Use the RPES Review Checklist to review cases. In the upper right hand corner on the Checklist, write the name of the individual whose case you are reviewing. This way if it gets detached from the rest of the packet, it can be matched up again. Also, on the Checklist, fill in the Scientists Grade under Factor IV.A. Place a checkmark T on the line preceding each section of the case as you review.

References:

RPES Home Page <http://www.afm.ars.usda.gov/rpes/index.html>

RPES Manual 431.3

1. Insure that signatures are on applicable forms.
 - Employee should sign ARS-514
 - Supervisor should sign ARS-514, AD-332
2. Center Director's/RL's name and title should be typed on AD-332 as Second Line Supervisor. Example:
PETER B. JOHNSEN
Center Director
3. Contact List (ARS-570) should include one of the Midwest Area Directors.
4. The scientist should use gender neutral (i.e. incumbent) in Factors, I, II, and III. Avoid saying he, she, his, or her.
5. Factor I, A. Assigned Responsibility. Insure that this section includes a statement re. the National Program(s) (e.g. This research is a component of ARS National Program 108-Food Safety).
6. Factor I, E. Supervisory Responsibilities. The verbage for this paragraph should be taken verbatim from the Manual; the number and type of employees supervised, which comprises the first sentence, will be unique for each SY.
7. Factor III, C. Demonstrated Originality must start on a new page. The heading, Factor III - Guidelines and Originality should precede subheading C.
8. Under each of the Demonstrated Accomplishments, be sure that the **Accomplishment**, **Role**, and **Impact** are in bold. At the end of each accomplishment, insure the scientist cites Exhibits (maximum of 3 per accomplishment), e.g. (Exhibit 1a, #6; Exhibit 1b, #9; Exhibit 1c, #20 and #24, #28, #42).
9. Additional Accomplishments - Include the subheading and continue the numbering sequence from the Demonstrated Accomplishments. For instance, if they have eight Demonstrated Accomplishments, then the first Additional Accomplishment will be number nine and so on.
10. Honors and Awards - Show \$\$ amounts, if applicable.
11. Special Invitations - GS13 and above should * most significant (no more than 20).
12. Professional Advisory & Consulting Activities - GS13 and above should * most significant (no more than 20).
13. Date of Last Promotion - Can be verified by your LAO.

14. Cross reference the actual Exhibit with the way it's cited in the Pubs list. Check authors, title, journal, page numbers, and year published for accuracy. Make sure that Exhibits are labeled appropriately, e.g. Exhibit 1a, #6 and so on.
15. Publications - Delineate by a dashed line across the page those materials published or accepted for publication since last promotion.

Notes:

P Some things are neither right nor wrong, just insure there is consistency.

P Insure indentation is uniform throughout.

P Use a font that is legible and not difficult to read.

P Don't let a heading/subheading hang on a page by itself. Hold it together with at least two lines of text. Same applies for paragraphs and publications, don't let one line hang on a page by itself. There should be at least two lines if the paragraph gets separated by a page break.

P Don't be too concerned about the format of the publications. Consistency is the key.